

**Display Pay Grade Structure**

**Purpose** Use this procedure to view the different Pay Grade types.

**Trigger** Perform this procedure when displaying Pay Grade types.

**Prerequisites** • n/a

**End User Roles** In order to perform this transaction you must be assigned the following role:  
Personnel Administration Inquirer/Processor/Supervisor, Leave Correction  
Processor, Payroll Supervisor, Time And Attendance Inquirer/Supervisor

Change History	
Date	Change Description
7/29/2009	New procedure created.

**Transaction Code** ZHR\_RPTPAN02

<b>Helpful Hints</b>	None
----------------------	------

**Procedure**

1. Start the transaction using the transaction code S\_AHR\_61015554.

Program Edit Goto System Help

### Display Pay Grade Structure

Key date

☒ Today

☐ Other date

Other data

Country grouping	<input type="text"/>	to	<input type="text"/>	
Pay grade type	<input type="text"/>	to	<input type="text"/>	
Pay grade area	<input type="text"/>	to	<input type="text"/>	
Salary group	<input type="text"/>	to	<input type="text"/>	

2. In the Key date section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	C	This selection option will run the report using the system date (current date).
Other date	C	<p>This selection option will run the report using the specified values for the object and data selection period.</p> <p><b>Example:</b> 07/01/2009</p> <p>(The report will display data as of the date entered).</p>

Program Edit Goto System Help


**Display Pay Grade Structure**

Key date  
☐ Today  
☒ Other date 07/01/2009

Other data

Country grouping		to	
Pay grade type		to	
Pay grade area		to	
Salary group		to	

3. In the Selection section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Country grouping	R	<p>A unique HRMS indicator for a country.</p> <p> For the State of Washington we will always use 10.</p> <p><b>Example:</b> 10 (USA)</p>
Pay Grade / Scale type	O	<p>Represents the State of Washington's compensation structure (salary bands, hour based step increases, and bargaining units).</p> <p><b>Example:</b> 00 (Non-Represented)</p>
Pay Grade / Scale area	O	<p>A collection of pay ranges/steps and bands – coincides with the type of position.</p> <p><b>Example:</b> 02 (WMS)</p>


Program Edit Goto System Help

**Display Pay Grade Structure**

Key date  
☐ Today  
☒ Other date 07/01/2009

Other data

Country grouping	10	to	
Pay grade type	00	to	
Pay grade area	02	to	
Salary group		to	

4. Click  (Execute) to execute a process or action.

Display Pay Grade Structure

Key date 07/01/2009  
Country grouping USA

Pay grade type	Pay grade area	Pay grade	Level	Reference salary	Min. grade level	Max. grade level	Crcy	Time unit
Non-Represented	WMS	BAND 00	01	0.00	24,564.00	130,452.00	USD	Annually
		BAND 1	01	0.00	40,000.00	81,600.00	USD	Annually
		BAND 2	02	0.00	52,800.00	96,900.00	USD	Annually
		BAND 3	03	0.00	61,235.00	109,140.00	USD	Annually
		BAND 4	04	0.00	73,400.00	126,480.00	USD	Annually
		MEDICAL	MD	0.00	95,000.00	195,840.00	USD	Annually



The above screenshot displays the Pay grade type, Pay grade area, Pay Grade, Level, Min. grade level, and Max. grade level.

5. You have completed this transaction.

#### Results

You have generated the Display Pay Grade Structure report.

#### Comments

See other related procedures:

- Display Pay Scale Structure